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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Classification and Wage Division  
Via: FI/ADMIN  
FROM : Chief, FI/STD

DATE: 30 April 1954

SUBJECT: Reclassification of Position No. 264

1. It is requested that Position No. BV-264, Mail and File Supervisor, be upgraded from GS-5 to GS-7. Since the date of its original establishment in this office, many duties and responsibilities have been added to this position. At the present time, under the supervision of the Administrative Officer, the incumbent has two GS-4 clerks working directly under him, and is charged with the following responsibilities:

a. Has charge of the "Message Center" within Staff D. This encompasses all duties which are handled in the normal mail room, such as logging in and controlling of all mail received in this Staff which consists of approximately 80 persons. Also, since this mail room is located within a "Special Center", highly classified sensitive material is received and transmitted to other offices of this Agency and other Government agencies. Under the Agency Regulation No. 120, this material requires special handling and strict accountability at all times.

b. Operates a special teletype link between this office and an office outside of DD/P in connection with Special Intelligence material. Incumbent is specially cleared and has received training for this work.

c. Handles special duties for the Chief, FI/STD.

d. Is responsible for all duplicating work performed in Staff D.

2. In view of the supervisory and other responsibilities outlined above, it is believed that this position merits regrading from GS-5 to GS-7. Accordingly, it is recommended that the necessary action required for regrading this position be initiated.

3. Prompt action will be much appreciated.

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